

# **Professional Development Delivery Model for Department of Defense Education Activity Leadership Department of Defense Schools**

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## **FY 2016 Request for Applications (RFA)**

**APPLICATION DEADLINE:** August 5, 2016

**ELIGIBILITY:** See Part III, A of RFA



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

# **NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE**

## **Professional Development Delivery Model for Department of Defense Education Activity Leadership Department of Defense Schools**

### **INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under **10.500**.

**DATES:** Applications must be received by **5:00 p.m. Eastern Time on August 5, 2016**. Applications received after this deadline will normally not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice via e-mail to: [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the **Professional Development Delivery Model for Department of Defense Education Activity Worldwide Department of Defense Schools RFA**.

**EXECUTIVE SUMMARY:** NIFA requests applications for the **Professional Development Delivery Model for Department of Defense Education Activity Worldwide Department of Defense Schools (EDPD)** for fiscal year (FY) **2016** to **develop a high-quality, dynamic professional development delivery model for Department of Defense Education Activity (DoDEA) leadership worldwide**. The anticipated amount available for NIFA to support this program in FY **2016** is **\$1,212,275 million**.

This notice identifies the objectives for **EDPD** projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an **EDPD** cooperative agreement.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

In accordance with the Economy Act of 1932, as amended, (31 U.S.C. 1535), the Department of Defense Education Activity (DoDEA), in order to utilize the unique resources of the United States Department of Agriculture (USDA), the National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the Professional Development Model for DoDEA Worldwide Department of Defense Schools Competitive Program.

Pursuant to 7 U.S.C. Sec. 3318(c), the Secretary of Agriculture, acting through the Director of the NIFA, may enter into contracts, grants, or cooperative agreements, for periods not to exceed five years, with State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions or organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food and agricultural sciences of the Department of Agriculture.

DoD has independent authority to carry out the activities described in this RFA pursuant to 10 U.S.C. § 2164 and under Chapter 25A of title 20 of the U.S. Code. Within the Department of Defense, Economy Act transactions are governed by Department of Defense Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Orders.

### **B. Purpose and Priorities**

EDPD is aligned with the USDA Strategic Plan (<http://www.ocfo.usda.gov/usdasp/usdasp.htm>) Strategic Goal 1: Assist Rural Communities to Create Prosperity so They Are Self-sustaining, Repopulating, and Economically Thriving through addressing human and social capital. EDPD is aligned with the USDA Research, Economics, and Education (REE) Action Plan ([http://www.ree.usda.gov/ree/news/USDA\\_REE\\_Action\\_Plan\\_03-2014.pdf](http://www.ree.usda.gov/ree/news/USDA_REE_Action_Plan_03-2014.pdf)) Goal 6: Education and Science Literacy through creating a high-quality, dynamic professional development delivery system for administrators and teachers, including math and science teachers, which contributes to REE's mission to increase Science, Technology, Engineering, and Math (STEM) educational outcomes. EDPD is aligned with the NIFA's Strategic Plan ([http://nifa.usda.gov/about/pdfs/strat\\_plan\\_2014.pdf](http://nifa.usda.gov/about/pdfs/strat_plan_2014.pdf)), Goal 1: Science through "catalyzing exemplary and relevant research, education and extension programs." Overall, the project focuses on professional development, training, and capacity building for teachers, including those who teach Science, Technology, Engineering, and Math (STEM) subject area, which supports several strategic objectives throughout the USDA.

This work also supports the mission of the DoD-USDA Partnership for Military Families Memorandum of Understanding (MOU) signed in 2010 by NIFA and DoD senior leadership. The goal of the MOU is "...to enhance federal interagency coordination and build capacity for partnerships and collaboration among the agencies and across public and private sectors to sustain programs and services for military Service members and their families."

NIFA is seeking applications from institutions that can demonstrate their ability to provide DoDEA with a high-quality, dynamic professional development delivery model for DoDEA leadership worldwide.

## **Background and Context**

The Department of Defense Education Activity (DoDEA) is one of only two Federally-operated school systems and is responsible for planning, directing, coordinating, and managing prekindergarten through 12th grade educational programs on behalf of the Department of Defense (DoD). First administered by the military branches they served, DoD schools are organized into two separate but parallel systems: the Department of Defense Dependents Schools (DoDDS) overseas, authorized under Title 20 Chapter 25A of the US code; and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) operating in the United States, authorized under Title 10 US code Section 2164. In 1994 the two systems were brought together under an umbrella agency, the Department of Defense Education Activity (DoDEA).

DoDEA serves the educational needs of the dependents of military and civilian employees by providing PK-12 instruction to approximately 75,000 students in seven states, twelve foreign countries, Guam, and Puerto Rico. The number of students varies based on the deployment of military troops worldwide. DoDEA's curriculum, resources, and student achievement scores on standardized assessments compare favorably to high-performing US public schools.

DoDEA is divided into three administrative areas. DDESS (Domestic Dependent Elementary and Secondary Schools) covers the schools in seven states and Puerto Rico, and for administrative purposes, Cuba. DoDDS (Department of Defense Dependent Schools) is divided into DoDDS-Europe, which spans nine European countries, and DoDDS-Pacific which includes three countries. Within each of these three areas, schools are organized into districts headed by superintendents.

DoDEA has recently restructured its above school level structure into three Centers for Instructional Leaders (CIL) hubs and eight field offices located in the Pacific, Europe and Americas. To create the organizational capacity to uniformly improve student achievement and address the professional learning needs of its educators DoDEA has established the Centers for Instructional Leadership (CIL). The CIL concept and mission are grounded in research and have been adopted as a best practice in many states. CIL efforts will focus on building local capacity to improve student learning and educator performance.

Each hub includes specialized teams of approximately 13 staff to help districts and their schools strategically access and use professional development and targeted assistance to improve instruction and raise achievement for all students. The field offices include a smaller team of three members and are dispersed to address the needs of more remote schools. The CIL staff and district leaders are the focus of this effort.

DoDEA is guided by its Community Strategic Plan (CSP) that outlines goals in five areas of excellence: Student, School, Talent, Organizational, and Outreach. Furthermore it has identified two key priorities, which are: (1) strengthen DoDEA's standards-based educational system by transitioning to college and career-ready standards, common standards-aligned curriculum, and instructional framework and assessment system; and (2) establish the organizational capacity to uniformly improve student achievement and school operations.

DoDEA's military-connected students deserve the same consistency and high expectations for achievement provided by a standards-based school system as students attending the public school system. The Dept. of Education and governors in the United States have long recommended a rigorous standards-based system in order to improve students' capacity in the future workforce. DoDEA's adopted college and career ready standards will prepare its students for the world of work or post-secondary education. Whether pursuing a four-year degree in the STEM fields or studying for a skilled trade license, being ready means DoDEA students can qualify for and succeed in their academic program of choice.

### **Current Status of Professional Learning for DoDEA Educators**

DoDEA experiences challenges with having a geographically dispersed school system with the same professional learning needs as schools located in Local Education Agencies in the United States. High quality, continuous professional learning requires a wide range of professional development delivery models in order to implement the DoDEA College and Career Ready Standards and improve, monitor, and sustain instructional practice.

CIL teams, once established in School Year (SY) 2016-2017, will partner with headquarters, districts and schools to support systemic approaches that will accelerate student achievement. CIL teams and districts will work together to identify a set of assistance activities, drawn from the services aligned to the CIL professional learning curriculum. Support will be customized to meet districts' focused improvement efforts to improve instruction and raise achievement for all students. CILs will build the capacity and leverage the knowledge, skills, and expertise of local educators to address systemic priorities, district and school needs through an emphasis on expanding district and school capacity for sustained improvement.

DoDEA's Restructuring for Student Achievement (RSA) effort leverages and moves resources closer to schools, establishes interdependent leadership teams, and builds the capacity of new, experienced, and aspiring leaders to be skilled at creating, acquiring, and transferring knowledge. Through these actions, DoDEA will provide a supportive learning environment and build concrete learning processes and practices to sustain best practices in teaching and leading, develop leadership that reinforces learning, and ultimately effect improvements in student achievement

The primary project objective for this project is:

- To develop a high-quality, dynamic, effective professional learning delivery model and resources for DoDEA Leadership (CIL cadre), including content development, delivery, evaluation and an aligned comprehensive program improvement and assessment process.

This objective will be accomplished through the following deliverables:

**1. The development, delivery, and evaluation of a robust CIL Train-the-Trainer Professional Learning Model that includes:**

- CIL Professional Learning Modules and Training Plan that address:
  - Rigorous, relevant and research-based, interactive Train the Trainer learning modules; participants practice delivering the training and receive feedback from presenters.
  - The professional learning model must include face-to-face, blended, and virtual delivery and coaching sessions. (See schedule below.)
  - All necessary tools, materials, and resources (digital and hard copy) to support a quality implementation must be developed, to include: a Learning Needs Assessment, pre and post assessments, trainer (facilitator) instructional guides, participant guides, configuration maps aligned to modules being delivered, individual development plan templates and process for participants, coaching and feedback on content and strategies learned, and an intermittent virtual support network for participants.
  - A professional learning evaluation measuring the impact of professional learning to include: the quality, effectiveness, change in practice, and student performance. (Kirkpatrick Level 3 and 4 evaluation)
- Modules will address such key content areas as: Building a Culture of Collaboration throughout the Change Process; Facilitative Leadership Skills; Design, Delivery and Evaluation of Professional Development Models; Continuous Improvement Planning and Tools; Use of Data and Analysis Tools to Inform Decisions; Instructional Leadership for College and Career Ready Standards Implementation; Instructional Supervision (Observing and Analyzing Teaching); and Effective Educational Leadership. (*Modules will be developed*)
  - *Target Audience:* Approximately 100 above school-level educators assigned to the Centers for Instructional Leadership in 3 regions: Sembach, Europe; Okinawa, Pacific; and Peachtree City, Georgia, Americas.

**2. The Development of an Aligned Continuous Improvement Model with Tools and Processes (Toolkit)**

- Develop and model the use of a Continuous Improvement Guide and Toolkit to engage CILs, districts, and schools in an ongoing cycle of inquiry, planning, and improvement.
- The guide and toolkit will be aligned to AdvancED, DoDEA Strategic Priorities, CIL Goals and shall include:

Phase 1: Conduct Self-assessment and Data Analysis

Phase 2: Establish Strategic Objectives and Initiatives

Phase 3: Set Targets for Improvement  
Phase 4: Implement Plan  
Phase 5: Monitor Progress

### **3. The Development, Implementation, and Evaluation of a Center for Instructional Leadership (CIL) Program Assessment Process and Annual Evaluation Report**

- A process and tools, aligned to DoDEA's priorities, Conditions of Success, and CIL outcomes, for determining the fidelity of implementation data on the CIL program; analysis of findings, strengths and recommendations for improvement and for delivering the training to district and school leaders; and related program adjustments or interventions required to make data-driven recommendations for improvement.
  - District Walkthroughs: Conduct a focused inquiry on the CIL's current state using a systematic and coordinated method of gathering data to inform CIL decision making to include the outcomes listed above and the following areas: Leadership, Governance, Communication, Professional Development Services, Leadership Coaching/Mentoring, and Professional Learning Communities or systems of collaboration
  - A turn-key approach for CIL staffs to continue the established collaborative, documented, review process.
- A CIL Evaluation Report that includes the following: data from the CIL and District walk-throughs, fidelity of implementation data, analysis of findings, strengths and recommendations for improvement and for delivering the training to district and school leaders, and related program adjustments or interventions required.

Note: All related printing, shipping and travel are included in deliverables.

The project will be implemented in five phases over five years. Additional funds will be provided each year dependent upon satisfactory progression on the project and availability of funds.

**Although this RFA focuses on Phase 1**, subsequent phases are described below to provide applicants with the overall scope of the study. The proposal should be developed for Year 1 only. The grantee must submit unit deliverables on or before the dates listed in Part I, B. for successful completion of this project. Professional Learning experiences will occur quarterly with the summer quarter to include the continuous improvement and collaborative planning process and assessment of learning needs. Fall, winter, and spring sessions will include face-to-face, or virtual professional learning and related resources, coaching and virtual support, and CIL and District Walk-throughs. The final quarter will include the Program Evaluation Report, as well. Specific dates must be coordinated with DoDEA.

**Phase (Year) 1: See above.**



**Phase (Year) 2** The CIL Professional Learning Project will be implemented at the CILs, beginning with collaborative planning, continued blended professional development on the Professional Learning Curriculum, to include coaching, CIL program assessments, and a Program Evaluation Report

**Phase (Year) 3** The CIL Professional Learning Project will continue with implementation and sustainment of strategies in place at the CILs, continue with annual collaborative planning, continued blended professional development on the Professional Learning Curriculum, to include coaching, CIL program assessments and a Program Evaluation Report.

**Phase (Year) 4** In Phase 4, implementation of the CIL and a Program Evaluation Report will be ongoing. The award recipient will institute the annual planning process, assess fidelity of the intervention, implement necessary enhancements and adjustments to the intervention, implement outcome evaluation measures, and potentially provide the training developed during Phase Year 1 to new hires.

**Phase (Year) 5** In Phase 5, the implementation of CIL and a Program Evaluation Report will be ongoing. The award recipient will continue with the annual planning, ensure CIL staff are able to assess the CIL implementation for fidelity and evaluate the impact of the intervention based on stated objectives and assessment criteria.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The amount available for NIFA support of Phase 1 of this program in FY **2016** is approximately **\$1,212,275**. The funds will be awarded through a **cooperative agreement**. A cooperative agreement is an agreement in which the Federal Government provides funding authorized by public statute and the funding Federal agency plays a substantial role. The substantial role will involve agency review and approval at the completion of each deliverable, prior to moving on to subsequent deliverables, collaboration with the grantee on completing each deliverable, and potentially specifying direction or redirection of project deliverables based on emerging factors related to the project. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, as the payment system for funds. For more information see [https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm)

### **B. Types of Applications**

In FY **2016**, you may only submit a new application to the **EDPD Competitive Program**.

**New application**. This is a project application that has not been previously submitted to the **EDPD** Program. We will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

### **C. Project Types**

For FY 2016, **\$1,212,275** will be available to fund one proposal for one year (see Part I, A. Legislative Authority and Background).

### **D. Responsible and Ethical Conduct of Research**

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for further information.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions or organizations, and any other private or public entity or organization, either foreign or domestic, with expertise in research, extension, or teaching programs, including programs in food, agriculture, natural resources and human sciences.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

### **B. Cost Sharing or Matching**

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Electronic Application Package**

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Part II.1. of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below to locate the “NIFA Grants.gov Application Guide”.

#### **Steps to Obtain Application Package Materials**

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number

#### **Funding Opportunity Number: USDA-NIFA-EXCA-005923**

In the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If you require assistance to access the application package** (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>. Grants.gov assistance is also available at:

Grants.gov customer support

800-518-4726 Toll-Free or 606-545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):

Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

## **B. Content and Form of Application Submission**

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

**Note the attachment requirements (e.g., PDF) in Part III section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW.** Grants.gov does not check for NIFA required attachments or that attachments are in PDF format; see Part III section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

**For any questions related to the preparation of an application**, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. See Section 2.18 of the NIFA Grants.gov Application Guide which provides that the applicant's electronic signature on the SF-424 affirms its agreement with Federal representations and assurances (e.g., Prohibition Against FY 16 Appropriations Act Funding Under Grants and Cooperative Agreements With Entities Requiring Certain Internal Confidentiality Agreements).

### **2. SF 424 R&R Project/Performance Site Location(s)**

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

### **3. R&R Other Project Information Form**

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

**a. Field 7. Project Summary/Abstract.** The summary should also include the relevance of the project to the goals of **EDPD**. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

#### **b. Field 8. Project Narrative.**

NOTE: The Project Narrative shall not exceed 8 pages of written text regardless of whether it is single- or double-spaced and up to 6 additional pages for figures and tables. We have established this maximum (14 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

#### **Section 1: Statement of Need & Background**

- Demonstrate an understanding of the nature of the issue this project is seeking to address.
- Describe how the overall project will effectively address the audience(s) to be served.
- Detail the characteristics of the institution(s) that make it particularly qualified to conduct the proposed work; describe ongoing or recently completed significant activities related to the proposed project, expert knowledge and experience in curriculum development and professional learning for teachers and administrators, particularly related to building the capacity of administrators to engage in effective instructional leadership for standards-based PreK-12 school systems, sustaining collaborative learning communities, building collaborative coaching models, program assessment, program evaluation and continuous improvement planning.

#### **Section 2: Objectives**

- List clear, concise, and logically arranged project goals and objectives. Goals must address the statement of need identified in the first section of your proposal; and

- Objectives must link to goals and address program priorities listed in Part 1, Section B.

### **Section 3: Approach and Design**

Project Plan: Based on the deliverables, a project plan will be drafted. The project plan will be finalized based on written feedback from the DoDEA Program Manager after the award is made. The plan should contain, but is not necessarily limited to, the following:

- a preliminary project plan to show the relationships between objectives, project activities, deliverables and anticipated impacts for the CIL professional learning model, program assessment, curriculum development, delivery and evaluation;
- a proposed approach for developing the CIL train-the-trainer professional learning delivery model, continuous improvement tools and program assessment;
- an evaluation approach to include internal, process and outcome evaluations and quality assurance controls;
- development and/or implementation challenges that may be encountered; and
- a description of how stakeholder feedback and involvement will be a part of the project.

### **Section 4: Project Communication Plan**

- Briefly describe how pertinent information, progress and results from this project will be communicated to the project team as well as relevant stakeholders.

### **Section 5: Project Management**

- Provide a brief summary of key personnel, their project functions, qualifications and expertise along with timelines, accounting procedures, reporting, and collaborative efforts. Describe any experience in coordinating with the DoD or Services on professional learning for instructional leadership projects, as well as related projects and collaboration(s) connected to professional learning among Pre-K-12 educators.

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. This section of the Guide includes information about the people who require a Senior/Key Person Profile, and details about the Biographical Sketch and the Current and Pending Support, including a link to a suggested template for the Current and Pending Support.

#### **5. R&R Personal Data**

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

However, NIFA strongly encourages applicants to provide the requested information to help NIFA identify and address any inequities based on gender, race, ethnicity, or disability of its

proposed PDs/PIs and co-PDs/PIs. Information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. The information you submit will be kept confidential and will be used only for tracking and statistical purposes necessary to meet the demands of the agency and will not be part of the review process.

#### **6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

#### **7. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter EDPD) and the program code (i.e., enter EDPD). Note that accurate entry of the program code is very important for proper and timely processing of an application.
- b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

#### **C. Submission Dates and Times**

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

While the checklist should be used to check the application for completeness, the application should be checked additionally for the following required item(s). This is not an exhaustive list of required items; it only serves to highlight required items that are sometimes overlooked by applicants:

- Project Summary
- Project Action Plan
- Bibliography
- Current and Pending Support forms
- Conflict of Interest forms
- Letters of Commitment

**Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on August 5, 2016**. Applications received after this deadline will normally not be considered for funding.



**If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.**

We send email correspondence to the AR regarding the status of submitted applications. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 14 days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

#### **D. Funding Restrictions**

**Indirect Costs:** The applicant may use the current negotiated indirect cost rate established (i.e., approved) by its cognizant Federal agency. If the applicant does not have a current negotiated rate, the applicant should request a rate from the Federal agency from which the applicant receives the most funding.

**Maximum Funding period: Statutory language limits the maximum potential funding period (including any awards transferred from another institution or organization) to 5 years in duration. The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.”**

**Pre-award costs:** The PD may incur pre-award costs within the 90-day period immediately preceding the effective date of the award providing: the approval of pre-award spending is made and documented in accordance with the awardee's normal procedures prior to the incurrence of the cost(s); the advanced funding is necessary for the effective and economical conduct of the project; and the costs are otherwise allowable. Pre-award expenditures are made at the awardee's risk. AR authority to approve pre-award costs does not impose an obligation on NIFA: (1) in the absence of appropriations; (2) if an award is subsequently not made; or (3) if an award is made for a lesser amount than the awardee expected.

Pre-award costs incurred outside the 90-day period immediately preceding the effective date of the award must receive written approval from the Authorized Departmental Officer (ADO). Please verify with the Administrative/Business Contact listed in this RFA before any pre-award expenditures. Any expenditures made before then are at your own risk.

## **E. Other Submission Requirements**

See Part V., Section 4.12, of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

We evaluate each application in a 2-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., educators, administrators) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

When each peer review panel has completed its deliberations, the responsible program staff of the **EDPD** team will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

The **EDPD** team reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

### **B. Evaluation Criteria**

We will use the evaluation criteria below to review applications submitted in response to this RFA:

#### **1. Potential for Developing an Effective, Sustainable Professional Learning Delivery Model for DoDEA Leadership (30%)**

This criterion is used to assess the likelihood that the project will succeed in: (1) providing the expertise necessary to develop a high-quality, effective, sustainable professional learning model for DoDEA, including learner and program assessment, content development, coaching model development, delivery, and evaluation aligning with the objectives and features outlined in Part 1, Section B; (2) providing the overall management of this project including partnerships and management of project staff; (3) meeting established project objectives and timelines; and (4) demonstrating successful past experience with related projects, particularly those involving curriculum development and instruction related to building the capacity of administrators to

engage in effective instructional leadership, sustaining collaborative learning communities, building collaborative coaching models, program assessment, program evaluation and continuous improvement planning for K-12 educators.

## **2. Proposed Approach and Program Coordination (30%)**

This criterion is used to assess the soundness and sustainability of the proposed approach including statement of need, scope of the project, objectives, design, methods, key personnel, timeline, expected products and results, and communication plan. Experience working with, pre-K-12 school system leadership and/or with DoDEA will be considered.

## **3. Evaluation (25%)**

This criterion is used to assess the adequacy of the proposed project evaluation design and its capacity to meet the project objectives.

## **4. Budget and Budget Narrative (15%)**

This criterion is used to assess the extent to which the total budget adequately supports the project and is cost effective based on budget outline provided. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objective and the adequacy of time committed to the project by key project personnel.

## **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See [http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](http://www.nifa.usda.gov/business/competitive_peer_review.html) for further information about conflicts of interest and confidentiality as related to the peer review process.

## **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time basis, with updates on an as-needed basis. This requirement is part of the responsibility determination prior to the award of a cooperative agreement identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **E. Application Disposition**

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by **EDPD** for a period of three years.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official shall make cooperative agreements to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the cooperative agreement shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the cooperative agreement effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum:

- (1) Legal name and address of performing organization or institution to which the director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

### **C. Administrative and National Policy Requirements**

Several federal statutes and regulations apply to cooperative agreement applications considered for review and to projects awarded under this program. These may include, but are not limited to, the ones listed on the NIFA web page - <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary is available at <http://nifa.usda.gov/policy-guide>.

### **Responsible and Ethical Conduct of Research**

Please refer to Part II, C. for more information.

### **D. Expected Program Outputs and Reporting Requirements**

Grantees are to use REEport, NIFA's electronic, web-based inventory system to submit an initial project initiation which documents expected products and outcomes of the project. Additionally, annual progress report documenting realized project outcomes must be submitted to the electronic system. The web-based system facilitates an electronic workflow between grantees and NIFA for project accomplishments to be easily searchable and allows for public access to information on Federally-funded projects. The details of these reporting requirements, including those specific to the annual and final technical reports, are included in the award terms and conditions.

The output and reporting requirements are included in the award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award.

The awardee will also be asked to provide regular updates to the EDPD team at NIFA and the designated DoDEA leadership. The grantee must submit unit deliverables on or before the dates listed in Part I, B. for successful completion of this project. Specific dates within each quarter will be determined upon award with guidance from DoDEA. Professional Learning experiences will occur quarterly, with the summer quarter to include the continuous improvement and collaborative planning process and assessment of learning needs. Fall, Winter, and Spring sessions will include face-to-face or virtual professional learning and related resources, coaching and virtual support, and CIL and District Walk-throughs. The final quarter will include the Program Evaluation Report, as well. Specific dates must be coordinated with DoDEA.

**Data Use:** Use of data provided to NIFA awardees pursuant to this cooperative agreement shall comply with the provisions of this paragraph. NIFA awardees shall be free to publish in professional, refereed journals information or data developed or collected (except confidential data or information including Protected Health Information (PHI) or Personally Identifiable Information (PII) resulting from the activities under this agreement. Awardees will be required to submit a copy of any such publication to USDA NIFA sixty (60) days prior to publication for review and approval by NIFA and DoDEA to ensure that any confidentiality necessary related to the deliverables is maintained and that NIFA and the DoDEA have been accurately represented. All educational and technical assistance materials developed by the awardee under an agreement with NIFA shall be owned by the awardee. NIFA and the DoDEA will have a non-exclusive, royalty-free, non-transferable, irrevocable license to reproduce, prepare derivative work and distribute copies of the deliverables so long as such deliverables are used for non-commercial educational or government purposes.

Any work produced under a NIFA award is subject to 2 CFR Part 200.315 related to intangible property.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

**Programmatic Contact:**

Ahlishia Shipley, Ph.D.  
National Program Leader  
Division of Family and Consumer Sciences  
USDA, National Institute of Food and Agriculture (NIFA)  
Telephone: (202) 401-6854  
E-mail: [ashipley@nifa.usda.gov](mailto:ashipley@nifa.usda.gov)

Sylvia Montgomery  
Program Specialist  
Division of family and Consumer Sciences  
USDA, National Institute of Food and Agriculture (NIFA)  
Telephone: (202) 401-8855  
E-mail: [smontgomery@nifa.usda.gov](mailto:smontgomery@nifa.usda.gov)

**Administrative/Business Contact:**

Adriene Woodin  
Branch Chief  
Awards Management Division  
Office of Grants and Financial Management  
USDA – National Institute of Food and Agriculture  
(202) 401-4320 (phone)  
(202) 401-1804 (fax)  
[awoodin@nifa.usda.gov](mailto:awoodin@nifa.usda.gov)



## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the ADO for a final determination. The ADO is the signatory of the award document, not the program contact.

b. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not federal funds are involved, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

This program is excluded from the scope of the Executive Order 12372." See, e.g., CFDA 2015 print catalog at Appendix I, page (Dec. 2015). Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA program.

### **F. Materials Available on the Internet and Downloadable:**

DoDEA's Restructuring for Student Achievement website:

<http://www.dodea.edu/Restructuring/index.cfm>

DoDEA Downloadable Documents Accessed through (<https://nifa.usda.gov/professional-development-delivery-model-department-defense-education-activity-leadership-department>)

AdvancED Standards of Quality, Indicators and Rubrics  
AdvancED Student Performance Evaluative Criteria  
DoDEA Conditions for Success